

COMMUNITY DEVELOPMENT DEPARTMENT PROCEDURES MANUAL CITY APPLICATIONS

	Zoning Change	PUD Amendment	Major Plat/ Vacation	Minor Plat	Annexation/ Detachment	Special Use Permit	Zon Ord Text Amendment	Street Name Change
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APPLICATION:

Appl. Deadline	33 days prior	33 days prior	33 days prior	33 days prior	33 days prior	33 days prior		
Fee	\$550 \$700 - PUD	\$475	\$900-plat (6) \$525-vac	\$650 (6)	\$325	\$300		
Est. Approval Time	120 days	45 days	120 days	45 days	45 days	33 days	120 days	30 days

PLANNING COMM:

Consideration	Yes	Yes	Yes		Yes		Yes	
Public Notice	once/wk 2 wks prior	once/wk 2 wks prior	once/wk 2 wks prior	once/wk 2 wks prior		once/wk 2 wks prior	once/wk 2 wks prior	
APO Notification	10 days prior	10 days prior	10 days prior	10 days prior		10 days prior		
Public Hearing	Yes	Yes	Yes	Yes		Yes	Yes	

CITY COMM:

Consideration	Yes		Yes	Yes	Yes		Yes	Yes
Petition								
Public Notice	once/wk 2 wks prior				once/wk 2 wks prior (1)		once/wk 2 wks prior	
APO Notification								10 days prior to cons.
Public Hearing	Yes				Yes		Yes	

MISC:

Legal Notice	once after approval	once after approval					once after approval	
Appr. Instrument	Ordinance	Ordinance	Motion	Motion	Ordinance or Res.	Motion	Ordinance	Resolution
Record			Yes	Yes	Yes			Yes

LEGAL:

References	ZO Sec. 14-07 NDCC 40-47	ZO Sec. 14-04-18	ZO Sec. 14-09 NDCC 40-48/40-50	ZO Sec 14-09 NDCC 40-48/40-50	NDCC 40-51.2	ZO Sec. 14-03-08	ZO Sec. 14-07 NDCC 40-47	ZO Sec. 14-09-12
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- (1) If city-initiated, once/wk for 2 wks w/1st notice 30 days prior
- (2) APO's only sent to owners within the plat or adjacent to street to be changed
- (3) Right-of-way vacation within corporate limits only (use County application if within ETA)
- (4) Lot line adjustment, lot combination & lot split
- (5) RR/RR5 only
- (6) Plat resubmittals may be assessed a \$50 fee
- (7) Once/week for 4 weeks/ 1st notice is 30 day prior

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	Street/Alley Vacation (3)	Setback Line Vacation	Non-Access Line Vacation	Release of Easement	Lot Modification (4)	Rural Lot Splits (5)	Fringe Area Road Master Plan Amendment	Land Use Plan Amendment
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APPLICATION:

Appl. Deadline						33 days prior	33 days prior	33 days prior
Fee	\$250		\$150	\$150	\$25	\$300	\$500	\$500
Est. Approval Time	45 days	21 days	21 days	14 days	7 days	33 days	120 days	120 days

PLANNING COMM:

Consideration							Yes	Yes
Public Notice						once/wk 2 wks prior	once/wk 2 wks prior	once/wk 2 wks prior
APO Notification						10 days prior	10 days prior	10 days prior
Public Hearing						Yes	Yes	Yes

CITY COMM:

Consideration	Yes			Yes			Yes	Yes
Petition	Yes		Yes	Yes				
Public Notice	once/wk 4 wks prior (7)	once/wk 2 wks prior	once/wk 2 wks prior				once/wk 2 wks prior	once/wk 2 wks prior
APO Notification		10 days prior (2)						
Public Hearing	Yes	Yes	Yes				Yes	Yes

MISC:

Legal Notice	once after approval							
Appr. Instrument	Resolution	Resolution	Resolution	Resolution	Letter	Motion	Resolution	Resolution
Record	Yes	Yes	Yes	Yes		Yes		

LEGAL:

References	NDCC 40-39	Department Policy	Department Policy	Department Policy	ZO Sec 14-09 NDCC 40-48/40-50	ZO Sec 14-09-04	Department Policy	Department Policy
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